



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL**  
**AND FORT SAM HOUSTON**  
**2250 STANLEY ROAD**  
**FORT SAM HOUSTON, TEXAS 78234-6100**

REPLY TO  
ATTENTION OF  
MCCS-BIM

**24 FEB 2004**

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Installation Information Management Policy 25-04, Enabling System Administrator Rights on Desktop and Mobile Computers and Server Consolidation**

**1. REFERENCES.**

- a. The AR 380-19, Information Systems Security, 27 February 1998.
- b. The AR 25-1, Army Information Management, 31 May 2002.

**2. PURPOSE.** This policy qualifies the parameters for granting operating system administrator rights to individual desktop/mobile computers or file servers.

**3. SCOPE.** This memorandum applies to all organizations located on Fort Sam Houston, Camp Bullis, and Camp Stanley, that have connectivity to the Installation Network which Information Technology Business Center (ITBC) manages, and includes both Government-owned and leased automation equipment.

**4. BACKGROUND.** This policy was formulated to improve security and reliability of the Fort Sam Houston computing environment. The complexity of operating systems and the direct interface of individual desktop/mobile computers and file servers to the enterprise network make it possible for a change on a desktop/mobile computer or file server to disrupt operations throughout the enterprise. To reduce the enterprise's vulnerability, it is necessary to limit the number of individuals who have the ability to administer individual desktop/mobile computers and file servers.

**5. POLICY.**

a. The only individuals who will have administrator rights on desktop/mobile computers and file servers are ITBC system administrators and computer technicians. System Administrators will be trained in accordance with paragraphs 1-6d(4) and 2-15 of reference 1a and paragraph 5-8a of reference 1b.

b. The Director, ITBC, may approve temporary administrator rights on a limited case-by-case basis to accommodate unique mission requirements. These rights will be granted for a specific period of time to meet a specific objective and only when necessary due to the absence of ITBC system support, such as when an individual will be operating a mobile computer at a remote location.

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c. Individuals who are granted temporary administrative rights, even if the rights are to an individual workstation, must complete a minimum of System Administrator Course 1 Certification Course (Information Assurance Security Officer [IASO]) available at <http://147.51.219.9/otd/c2protect/> and course completion registered with the ITBC Security Officer.

d. Individuals who have administrator rights at the time of publication of this memorandum must justify to the Director, ITBC, their continuing need for temporary administrator rights. If approval to retain administrator rights is not obtained within 15 calendar days of the date of this memorandum, the rights will be terminated. Those individuals approved for temporary administrative rights must complete training in accordance with paragraph 5a above within 15 calendar days of their request, if they have not previously completed training.

e. The ITBC Enterprise Management Division will maintain a record of individuals granted temporary administrator rights on desktop/mobile computers or file servers and will validate compliance with architecture and standards semi-annually.

f. All servers on the Installation Network, not currently under ITBC management, will be registered with ITBC Enterprise Management Division within 15 calendar days from the date of receipt of this policy memorandum. Organizations with servers located outside the Installation Server Farm will plan to move their respective servers into the Installation Server Farm under ITBC management within 90 to 120 calendar days. The ITBC may authorize placement of servers outside the physical control of ITBC; however, those servers will not be connected to the Installation Network.

6. A request for an exception to this policy will be routed through ITBC for a technical recommendation to the Installation Commander for approval/disapproval.

7. This policy will be reviewed 2 years from the implementation date.

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8. The point of contact is Ms. Cynthia S. Helton, Director, ITBC, 221-5281, or email address [Cynthia.helton@samhouston.army.mil](mailto:Cynthia.helton@samhouston.army.mil).

A handwritten signature in black ink, appearing to read "Daniel F. Perugini". The signature is fluid and cursive, with the first name "Daniel" and last name "Perugini" clearly distinguishable.

DANIEL F. PERUGINI  
Brigadier General, MC  
Commanding

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